

Retention and Classification Report

Agency: Board of Aging and Adult Services (33)

195 North 1950 West
Salt Lake City, UT 84116

Records Officer Terri Ruesch

24211 Board of Aging and Adult Services files

AGENCY: Board of Aging and Adult Services

SERIES: 24211

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TITLE: Board of Aging and Adult Services files

DATES: 1960-

ARRANGEMENT: Chronological.

DESCRIPTION:

Contains annual reports and other publications produced by the Board. The publications document issues facing aging Utahns from medical care to employment.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Board of Aging and Adult Services

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(continued)

APPRAISAL:

Administrative Historical

These records document the activities of the board, including advisory committees, relating to executive establishment, organization, membership, and policy. Records include agendas, meeting minutes, and final reports. May include video and audio recordings.

PRIMARY CLASSIFICATION:

Public